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MEETING MINUTES

October 27, 2005

A meeting of the Statewide Interoperability Executive Council (SIEC) was held on this date at Gowen Field, Boise, Idaho. Chair Lockwood called the meeting to order. Attendees and guests introduced themselves. There was a full quorum present.

Members Present:

- Chair R. Mark Lockwood, Idaho Chiefs of Police Association
- Bruce Allcott, Idaho Fire Chiefs Association
- Bob Burke, Idaho Dept. of Lands
- Dan Charboneau, Idaho State Police
- Andrew Zarkos for Dia Gainor, Idaho Dept. of Health & Welfare
- Jerry Goetz, Federal Law Enforcement
- Mary Halverson, Idaho Bureau of Homeland Security
- Steve Jenkins, National Interagency Fire Center
- Lt. Col. Arthur Keen, Idaho National Guard
- Greg Laragan, Idaho Transportation Dept.
- Douglas C. Melvin, U.S. Dept. of Homeland Security Transportation Security Administration
- Marcia Phillips, Idaho Association of Counties
- Scott Reese, Association of Idaho Cities
- Scott Reinecker, Idaho Dept. of Fish and Game
- Joe Roche, Idaho Dept. of Administration

Staff:

- Dodie Collier, Project Manager, SIEC
- Sandy Harris, Administrative Assistant, SIEC

Others Present:

- Ann Cronin, Emergency Communications Commission
- Nathan Bentley, Dept. of Administration-ITRMC
- Bob Howard, Bonner County
- Matt Howarth, Motorola
- Nicola Jansen, Ada County Sheriff's Office
- Michael Key, Idaho State Police
- Scot Maring, Idaho Dept. of Administration
- Stan Passey, Idaho State Police

- Jim Price
- Lex Rutter, Idaho Dept. of Administration
- Les Shadduck, Ada County Sheriff's Office
- Thor Wiegman, Bonner County

Review & Approve Minutes—Chair Lockwood

There were no corrections to the September meeting minutes.

MOTION: Phillips made a motion to approve the minutes of the September 22, 2005, Statewide Interoperability Executive Council meeting, seconded by Goetz. The motion passed by a unanimous vote.

Lockwood discussed three MRT magazine articles that were included in each Council member's packet. Additional copies were available for the other meeting attendees.

- Feds must drive interop by Glenn Bishchoff
http://mrtmag.com/mag/radio_feds_drive_interop/index.html
- Senate panel Oks 2009 transition for 700 MHz by Donny Jackson
http://mrtmag.com/news/senate_transition_700_102005/index.html
- Katrina provides needed wake-up call by Alan Tilles
http://mrtmag.com/mag/radio_katrina_provides_needed/index.html

Meeting with Governor Kempthorne—Mark Lockwood

On October 12, 2005 Mark Lockwood, Col. Charboneau, Bill Bishop, Dodie Collier, Megan Ronk, Ryan Fitzgerald and Director Pam Ahrens met with Governor Kempthorne to discuss the SIEC Concept. The Governor had read the Concept and determined he would like to have the information expanded upon.

- He requested a break down of what federal, state and local agencies have invested to date in interoperability public safety communications i.e. grants.
- He is interested in the master site and the associated costs.
- He requested Director Ahrens to insure that bandwidth is available over the microwave, that the microwave is affordable for rural areas and that the microwave is a viable platform for the 700 MHz transition back and forth to the master site.
- He requested proof of concept utilizing the microwave backbone and also proof of redundancy by putting fiber into the engineering plan.
- He would like the membership organizations to provide written support for the proposed code establishing the SIEC into permanent statute status.
- He would like to see written resolutions from stakeholder groups that support the Concept so that he can show we are working together across the state.

He wants the additional documentation available to be presented to the congressional delegation the first of January so that the Council can move toward gaining funding. Collier did some research and was able to come up with a document that she will be putting together and forwarding to the Council for comment.

The Governor thanked the Council members for the hard work that has been put forth and for their level of cooperation. He complimented the SIEC Technical Subcommittee on the work they have done. He commented that the help the Council has received from ICTAP has been invaluable.

ITRMC Telecommunications Task Force Update—Dan Charboneau

Charboneau reported that at the beginning of the summer the ITRMC Telecommunications Task Force followed the SIEC model. They developed a vision statement, developed a Concept, adopted a Board Model for governance and drafted an Executive Order. A Concept for Integrated Statewide Telecommunications Services and draft Executive Order was presented to the ITRMC Council and was tabled until the December meeting.

As Co-Chair of the ITRMC Task Force, Charboneau was seeking support from the SIEC for the Concept for Integrated Statewide Telecommunications Services document and draft of an Executive Order for the Establishment of the Idaho Telecommunications Council. Copies of these documents were included in each Council member's packet. Additional copies were available for the other meeting attendees.

As a show of support for Director Charboneau, Chair Lockwood read aloud a draft letter of support addressed to Director Pamela Ahrens, ITRMC Chair. Copies of the letter were handed out to each Council member and they were given the opportunity to make comments. Allcott suggested that the letter include language expressing the Council's support for the concept and the broader and more inclusive membership of the recommended board that is in the draft executive order. Melvin suggested that a request for funding be included in the letter.

MOTION: Allcott made a motion to redraft the letter in support of the ITRMC Task Force Concept and Executive Order and to include the additional comments made by Council members, seconded by Melvin. Roche, Charboneau and Laragan abstained from voting. The motion passed.

SIEC Technical Subcommittee Update—Jerry Goetz

Goetz reported that the Radio Interoperability Planning Project Consultant Statement of Work (SOW) was sent out to ten consulting firms. The dedicated amount for the SOW is thirty-five thousand dollars (\$35,000). This amount came from the SIEC operational budget approved in 2004. Six candidates responded to an invitation to interview. Members of the SIEC Technical Subcommittee will interview the six candidates November 1, 2005. A copy of the SOW was included in each Council member's packets.

Goetz reported that ICTAP will be unable to give any additional assistance unless they receive a letter from Governor. He feels that their assistance is invaluable to the Technical Subcommittee because they bring an objective and unbiased opinion. Goetz suggested that the Council request the letter from the Governor so that the Technical Subcommittee can continue to benefit from their invaluable assistance. Allcott reminded the Council members that the ICTAP policy of requiring a letter from the Governor was set by someone high in the hierarchy of U.S. Office of Domestic Preparedness. Because ICTAP's resources are limited and have been channeled in another direction, even with a letter from the Governor, the Technical Subcommittee may still be turn down.

SIEC Outreach Subcommittee Update—Greg Laragan

Laragan reported that all of the video taping for the Second Generation DVD had been completed. The video was undergoing final edits. A rough cut would possibly be available the

following week. The Outreach Subcommittee will meet to review it. Laragan expressed his appreciation to Collier who worked with the ITD videographer to arrange the video schedule. Collier requested that Council members look for photos that could be inserted into the video. She stated that having images moving through the DVD will give it some life and will help to visually depict what is being talking about.

SIEC Policy Subcommittee Update—Mark Lockwood

Lockwood briefed the Council on his meeting with Bill Von Tagen, Attorney Generals Office, to discuss drafting legislation that would put the SIEC in permanent status. Von Tagen thought he would have something drafted by the October SIEC meeting, but was unable to. When Lockwood receives a copy of the draft legislation it will be forwarded to the Council and the Governor for review.

Idaho State Users Group Update—Lex Rutter

Lex Rutter provided a PowerPoint presentation that gave an overview of the Idaho State Radio User Group (IsRug). Click on the link below to view the PowerPoint.
(insert link)

The purpose of holding IsRug meetings is to establish dialogue between the Department of Administration Communications Services and all state of Idaho radio system end users. The first meeting was October 12, 2005 in Meridian. Future meetings will be held quarterly on the 2nd Wednesday of the month at various locations around the state. The next meeting will be January 11, 2005 in Meridian.

Idaho National Guard Overview—Lt. Col. Art Keen

Lt. Col. Art Keen introduced himself as a Military Support Officer Civil Authority for the Idaho National Guard. Keen gave a brief overview of the capability and priorities of the National Guard.

- The first priority is a base station remote antenna capability for the Joint Operation Center (JOC) at Gowen Field.
- The second priority is to look at mobile capability for their mobile communication vans
- The third priority is to be able set up an Emergency Operations Center or Joint Operations Center at key Armories around the state in Idaho Falls, Pocatello, Twin Falls, Caldwell, Lewiston, or Coeur d'Alene

Goal Review – 2006 Planning—Dodie Collier

Collier requested that Council members start thinking about what they would like to accomplish in 2006. In November she will review the goals and check list of what the Council has been able to accomplish.

I-C-A-WIN Support letters—Mark Lockwood

Lockwood expressed appreciation for the letter of support from Douglas Melvin, Federal Security Director for Idaho and Jackson Hole Wyoming U.S. Department of Homeland Security Transportation Security Administration. A copy of the letter was included in each Council member's packet. He received additional letters from the Idaho Police Chiefs Association and

Idaho Transportation Department. He admonished any organization at the table that hadn't written a letter of support to do so no later than the following week; it is at the Governor's request. Dodie will take information from the letters that have been submitted and make up some sample letters that will be sent out to the Council members. Members can then edit them to fit their agency.

700MHz/Ada County Update—Nikki Jansen, 700MHz Project Manager, Ada County SO

Nikki Jansen introduced herself and briefed the Council on the Ada County 700MHz Communications System.

- The manufacture of the hardware is on schedule.
- There may be a delay in testing the system with new software. Certification of the 7.x software has been delayed two to three weeks. They don't want to test the system with software that has not been certified.
- Last week Ada County conducted an environmental assessment at Table Rock and Shaffer Butte.

Gordy Howell, Bannock County Chief Technology Officer, is developing the fleet mapping which involves coordinating with all of the agencies to develop talk groups. It's important for each agency to have a smart plan on how this is accomplished. An identifier will be developed for each system. Each character of the identifier will designate who a person is starting with the county, the agency, down to the actual subscriber. The first two digits will be based on the states licensing format. For example for Ada County the first two digits will be 1A, Bannock County, 2B. There needs to be some kind of state structure or standard so that all agencies are using the same template when they start becoming interoperable. That template needs to be usable, workable and make sense. The same template will be used to program users into the master switch.

Jansen mentioned the scheduling of a 700 MHz Users Meeting in 2-3 weeks hosted in Bannock County where they have a fully operational 700 MHz system. The purpose of the meeting will be to discuss remapping, the channelization plan and talk groups.

SIEC Calendar Update—Dodie Collier

Collier reported that she attended the Idaho Bureau of Homeland Security (IBHS) Idaho Prepared! Conference in Lewiston the end of September. She presented to about 40 people. She expressed appreciation to Gordy Howell from Bannock County and Nikki Jansen from Ada County for assisting with the presentation. According to audience feedback provided by IBHS the SIEC presentation scored well.

The SIEC Policy Team may be going to Nevada for an NGA meeting in January or February.

In the by-laws the officers have a set term of two years. Collier asked the Council to begin to think about officer elections in December.

Bannock County Update—Gordy Howell via teleconference phone

Howell reported that the mountain sites that serve his area are up and fully functional. They are currently offering a smart net environment. Beginning sometime in November they will begin the upgrades on the consoles at the three dispatch centers. They will also be programming all of the mobiles and portables with the final talk group solution. They plan to be live in a smart net environment sometime in the first quarter of 2006. They have not been able to resolve how or what is going to happen with the master site connectivity there. They plan to operate for a period of time in the smart net as opposed to a smart zone environment. They have sufficient mobiles and portable for Bannock County.

Bingham County plans to have their site up this quarter. They plan to have an additional site up the second quarter of 2006. Within the first quarter of 2006 they plan to have the mobiles and portables programmed and the console base stations set up in second quarter.

Caribou County has purchased some mobiles for law enforcement and is going to be putting radio sites in the second quarter of 2006 and plan to integrate them into a shared site depending on accessibility.

Power County has already received mobiles and portables. They are bringing up a site. They will be operating on 700 MHz, but initially they will not be in the trunk environment.

The Shoban Tribe is purchasing mobiles and portables. They are looking at brining a site up as well as doing their console total replacement in the first quarter of 2006.

Within the second or third quarter of 2006 the entire region should be operating in a smart net environment to where they can communicate with each other.

In every instance the coverage in Bannock County meets the Motorola engineering study maps. In most cases it exceeds it by 10-15 %. They are getting in-building penetration from areas such as the mini dome where they have never had penetration.

They were successful in getting the COPS Grant. Part of the grant will be spent putting in 700 MHz high level data stations in the Spring or Summer of 2006.

Other business and planning for the next meeting—Chair Lockwood

Due to the holidays, November and December meeting with be on the third Thursday--November 17, 2005 and December 15, 2005

Adjournment—Chair Lockwood

MOTION: Reese made a motion to adjourn, seconded by Melvin. The motion passed by a unanimous vote.